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Job details

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Bulletin Number	42038BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Mental Health
Position Title	MANAGEMENT ANALYST
Additional Title	MACRO PRACTICE CONCENTRATION
Exam Number	21848C
Filing Type	Open Continuous
Filing Start Date	09/03/2014
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4432.00
Salary Maximum	5813.00
Benefits Information	Non-Represented Employees <ul style="list-style-type: none">• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
Position/Program Information	Incumbents in this class receive general supervision while independently carrying out a variety of routine to moderately complex assignments. Each require the use of established research and analytical methods and techniques and sound professional judgement to analyze related problems and issues and identify and select the most appropriate course of action from a set of alternatives. Recommendations made at this level impact higher level staff and management decisions.
Essential Job Functions	<p>Analyzes the administration of a Countywide mental health or public health program during one or more phases of development, implementation and evaluation.</p> <p>Assists in the development of policies, procedures, standards, and guidelines to support centrally-administered programs.</p> <p>Assists in formulating program modifications and develops corrective action plans for quality assurance based on program evaluations.</p> <p>Assists and supports ongoing and cyclical program budgetary and financial analysis as part of program evaluation and contract</p>